



March 4, 2019

MuckRock News
Department MR 68973
411 A Highland Ave.
Somerville, MA 02144-2516

Reference: Policy Manual Request

MuckRock News,

On behalf of the City of Citrus Heights, I am responding to your February 20, 2019 request for documents regarding City records pursuant to the Public Records Act. Your request was received by the City on February 25, 2019. The City will make available those documents, which respond to your request which are not otherwise privileged by applicable law, including the Public Records Act.

You have requested the following documents:

1. The policy manual of the police department
2. All other documents, if not included in the policy manual, that pertain to police department policies.

Per Government Code 6253(c) we will need a 14 day response delay in order to determine if we have the ability to review and evaluate our ability to compile this data, as this is an overly burdensome voluminous request. We understand the request for the policy manual, however your second request is vague and we are in need of additional clarification on what documents you may be referring to.

Should you have any further questions, please feel free to contact me at your earliest convenience.

Sincerely,

A handwritten signature in blue ink that reads "Sandy Maraviov".

Sandy Maraviov
Support Services Manager
Citrus Heights Police Department
916-727-5500

Subject (Brief Document Description)

March 4, 2019

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